



First Aid - PPG 59

Principle

Forest Services and Forestry England are responsible for ensuring first aid provision is adequate and appropriate for its employees in case they are injured or become ill whilst at work. We also have a duty of care to visitors, volunteers, partners and contractors on the Nation's Forests. This PPG sits at the top of the framework that describes what Forest Services and Forestry England requires, in terms of standards/provisions/resources based on relevant levels of risk, to ensure we can take care of those duties.

Essentials

To ensure a reasonable level of first aid provision there are several essentials:

- Forest Services and Forestry England at national level must maintain policy, guidance and support on first aid provision including corporate advice on risk assessment.
- Forest Services and Forestry England Unit Managers must assess what the first aid needs of their staff/volunteers are and ensure they have adequate and appropriate provision in place at all times when people are at work.
- Forest Services and Forestry England managers will need to ensure that contractors, hauliers and others wishing to work on our land are doing the following:
 - Assessing their first aid provision and requirements.
 - Putting in place the appropriate trained individuals, equipment and emergency procedures.
 - Recording what they have provided.
- Forest Services and Forestry England Unit Managers must assess what the first aid needs of their visitors are and ensure that the unit has adequate and appropriate provision in place.

Supporting Documents

Are all found on the HS&TT First Aid Roots page.

- I. First aid needs assessment spreadsheet
- II. FAQ
- III. First Aid: Provision of defibrillators

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Introduction

People, wherever they work or recreate, can suffer injury or be taken ill. It is essential that a reasonable level of first aid provision is in place so that they can be given appropriate attention and an ambulance can be called if needed. Proper first aid provision can save lives and prevent minor injuries becoming major issues.

This guide provides you with the legal background to first aid provision at work (for staff, contractors, volunteers and some 3rd parties) and outlines further information that will assist you with delivering the essential requirements. Contractors, hauliers and others wishing to work on Forest Services or Forestry England land will need to show that they comply with the requirements set out in this PPG.

Visitors may expect Forest Services and Forestry England to provide some level of first aid and in some situations we will have a duty of care. This guide provides you with a background to that and signposts further information that will assist you with delivering the essential requirements.

This guidance should be read alongside FISA802 (Emergency Planning) and PPG17 (Emergency Planning).

Legislation

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to “provide or ensure that there are provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work”.

Self-employed persons are also covered by the Regulations and are required to provide adequate and appropriate equipment so that they can render first aid to themselves if they are injured at work.

The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for members of the public, but that does not remove our obligations. In such situations the Health and Safety Executive (HSE) strongly recommends that employers include the public in their first-aid needs assessment and make provision for them. At an event such as a concert or rally, the event organiser is responsible for ensuring availability of medical, ambulance and first-aid assistance as appropriate for those involved and attending an event.

Responsibilities

Forest Services and Forestry England shall:

- Audit the management of first aid provision in Units;
- Provide a framework contract for the provision of first aid equipment;
- Liaise with the contracted service provider to ensure a robust and effective service;
- Facilitate access to competent training providers;
- Review this policy at appropriate intervals e.g. in light of incidents or training/equipment changes.

Unit Managers shall:

- Complete first aid need assessment(s) for their Unit including identifying where provision is required, the number of staff to be trained, the number/type of equipment to be available and ensure budget is available. See section below on assessing needs;
- Ensure that staff are provided with adequate training and equipment, and refresher/requalification is organised when appropriate;
- Ensure that staff are provided with guidance relevant to their needs, which may come from the associated document material;
- Ensure that kits/equipment are checked by first aiders at least quarterly and items replaced as necessary;
- Ensure that kits and ancillary items are purchased through the framework agreement;
- Identify and liaise with the local emergency services as appropriate.
- Ensure that incidents where first aid provision plays a part are recorded in AIRS.
- Unit Managers should encourage all staff to declare any medical condition (e.g. diabetes, epilepsy), or any cultural or religious issues that may impact on the provision of first aid for their safety and the safety of fellow colleagues. However, the decision on whether or not to declare should be solely a decision for the individual concerned and their privacy should be respected should they choose not to do so. Any staff who declare conditions or issues should be encouraged to discuss their specific needs with first aiders, so they can be prepared to provide the appropriate assistance as necessary. Such staff should also be encouraged to tell their close working colleagues,

helping them to respond appropriately to any accident or ill-health situation. However, each individual employee has a right to confidentiality that must be respected and maintained at all times and if there is no declaration then the expectation will be that first aid treatment will be carried out with the best of intentions.

Those Managing and Supervising sites, work, contracts, permits or leases shall:

- Ensure that first aid requirements are included in planning and adequate assessment of first aid needs is undertaken by themselves or the contractor;
- Check for certificates, kits and emergency procedures as part of normal monitoring and supervision;
- Ensure that what is put in place for first aid provision is well communicated, including emergency response aspects;
- Review incidents where first aid provision plays a part and identify/communicate any learning points;

First aiders must:

- Ensure their kits/equipment is maintained and arrange for replacement supplies when necessary;
- Attend refresher and requalification training as necessary;
- Report incidents where they have provided first aid;
- Having provided first aid to an individual, consider and if necessary request whether special waste disposal arrangements.

Arrangements

Assessing first aid needs

Appendix 1 shows outline assessments of first aid needs for some forestry scenarios. Unit Managers should refer to the scenarios, but also pick out and properly consider any additional factors that are specific to the workplaces of those they are responsible for.

Additional factors may include:

- Hazards in the workplace (such as electricity, machinery, slips/trips, severe cuts)
- Number of employees; increase the first aid skill level and provide more trained people accordingly;
- Using Visitor Safety in the Countryside (VSG) Principles consider numbers and activities of visitors and members of the public, with provision being higher around visitor centres, shops, cafes etc. less provision at small events led by Forestry England or in urban terrain, and possibly some provision in rural terrain where deemed necessary;
- Employees that are inexperienced or have known disabilities or health issues;

- Previous accidents and ill-health records;
- Working arrangements; particularly where travelling, remote or shift working, or in offices elsewhere;
- Remoteness from emergency medical services and communication issues;
- Employees working on shared or multi-occupied sites;
- Annual leave and other temporary absences of first aiders or appointed persons.

You should record your assessment of first aid provision using the First aid needs assessment spreadsheet.

Training

First-aiders in Forest Services and Forestry England must hold a valid certificate of competence in either:

- First Aid at Work (FAW) (3 day course)
- Emergency First Aid at Work (EFAW) (1-day course)
- Outdoor first aid (2 day course)
- Any of above with the “+F”

Qualifications have a 3-year certification period. Re-qualification for FAW must be done over a minimum of 2-days, and for EFAW a repeat of the 1-day course is required.

Hauliers are also required to have first aid training. They have the option to take one of those as described above, in addition to, or instead of, a days first aid training as part of their Driver CPC (Continuing Professional Development).

The decision about which First Aid training is required by which staff should match the skills you may need for possible accidents or illnesses depending on your area of work whether that relates to forestry core operations, or recreation and the public. Staff working with school age children may wish to consider training specific to children’s needs.

“+F” training

Working with the principle of matching skills to your possible accidents/illnesses, those working in core operations will require training that has been delivered with a forestry context (ie sites remote from medical aid and where limited help will be available). This may also be appropriate for Recreation staff working in particularly wild, rural or rugged end of the VSG Spectrum. This training is referred to in this guidance as EFAW+F or FAW+F. The term “+F” may not be widely recognised. Core operations means; harvesting, civil engineering, mechanised ground preparation, planting, fencing, pesticides application, forest nursery activities, or similar. It includes any lone workers or site supervisors.

They may also need add-on elements for our special hazards (eg severe chainsaw cuts, crush injuries, hypothermia, Lyme disease). Where severe cuts are considered and

haemostatic dressings or tourniquets are to be provided, staff should receive specific training on their use.

“+F” will be recognised when “forestry context” or “remote sites” or “+F” is noted on certificate or supporting correspondence.

First aiders involved in non-core operations will need a valid EFAW or FAW certificate. The +F element can be seen as desirable for non-core.

Appointed Persons

Appointed Persons (AP) can contribute to the Unit’s first aid provision. AP responsibilities include looking after first aid equipment/facilities and calling the emergency services when required. APs do not need first aid training and individuals could receive most of the information they need to carry out the role as part of normal workplace induction.

Selecting Training Providers

The Health, Safety & Technical Training team are available to assist in organising courses and/or providing details of training providers. Please liaise through your training co-ordinators. To ensure that a similar standard is applied across Forestry England and Forest Services, when booking a First Aid course, either book through Technical Training or if it is to be booked directly ensure that the course is fully accredited as **RQF Level 3**. This could be either a 1 day or 3 day course. The Regulated Qualifications Framework (RQF) is regulated by Ofsted and was put in place to assist in understanding how qualifications can be compared to each other in terms of complexity and size.

Refreshing training within the 3 years

Everyone who has a first aid qualification must undertake annual refresher training in addition to 3-yearly requalification training. They should also be encouraged to regularly review their course manual and any other instructional materials, and be given time to do this. This will help them maintain their basic skills and keep up-to-date with any changes to first aid procedures.

HSE have stated that refresher events should be of minimum half-day duration, led by someone with current experience of first aid skills and competence to train. On-line refresher training, on its own, should not be seen as effective.

For forestry or first aid for public, refresher training can usefully be based around a field exercise and should include the importance of, and arrangements for, planned emergency procedures. Importantly, if Unit Managers don’t have access to someone with current experience of first aid skills and a documented competence to train, they should use an outside provider.

Numbers of trained people

In forestry we need to provide adequate cover across a wide range of worksites and locations. The table in Appendix 1 sets out Forestry England's guidance for various scenarios, but must be read with the following considerations in mind:

- The Regulations suggest the numbers of first aiders that should be available for different situations but emphasise that managers should assess first aid needs. Given issues such as the size and remoteness of our sites, the Forestry England position is to require more first aiders than the Regulations suggest.
- The Forest Services and Forestry England guidance shows minimum numbers that should be available on a site at all times. It is expected that more individuals will have to be trained to maintain those levels, to allow for when individuals have to leave site temporarily or are not at work.

First aid kits and equipment

Forest Services and Forestry England has a centralised contract for the supply and delivery of first aid products. Currently this supplier does not offer haemostatic dressing or tourniquet. Therefore separate suppliers for these items only should be sourced where required. Please refer to the nationally managed operations contract for detail and the First Aid contract bulletin.

There is no mandatory list of items to put in a first aid kit as it depends on what you assess your needs to be based on possible accidents. In most forestry scenarios though we are likely to make use of 4 types of kit. Please refer to the [nationally managed operations contract](#) for detail and the [First Aid contract bulletin](#).

The first aid kits contain listed minimum contents but Unit Managers must assess needs and provide additional equipment if necessary. British Standard BS 8599 can be used as a guide. First aid containers should protect the contents and be clearly marked with a white cross on a green background.

Managers can provide additional materials and equipment. For staff working outside and or in remote location they should consider the inclusion of burn dressings, foil blankets and bivvi bags. Other items for the more general situation could include disposable aprons, individually wrapped moist wipes, resuscitators, eye wash or shears.

In addition if staff are undertaking operations where there is the likelihood of an accident causing severe external bleeding the inclusion of haemostatic dressings or tourniquets is required. When doing so the following should be born in mind. Any such product:

- should be CE marked and licenced for use in the UK
- should be placed in kits in an environment where the individuals carrying and all first aiders are trained in their use

Your first aid needs assessment must include the basic kit type provided and justify any additional items. Where those items include tourniquets or haemostatic dressings then

they should not be issued unless all staff likely to be on site have received specific and appropriate first aid training.

A first aid kit should be available to all employees at all times. The Personal kit, if required, should be carried by the person while at work. Other kits should always be at a readily locatable and accessible place on the site.

Unit Managers must ensure that the necessary numbers and types of first aid kits are maintained, and that they remain complete and fit for purpose. All kit contents should be checked and replaced on a regular basis.

Automatic External Defibrillators

In some situations managers may decide to provide defibrillators in/at our buildings. This should be considered on a risk basis and managers must ensure they are aware of the full initial costs and any annual checking, training and servicing costs. Provision may be appropriate where:

- Offices are larger (around 20 staff or more), or
- we are operating full time workshops,
- recreation facilities attract higher numbers of visitors

and particularly where

- those offices / workshops are distant from ambulance aid, or
- you have people with known health problems that may require that type of aid.

Although these units are often designed to be used by un-trained people, managers should provide information and written instructions, for example from the manufacturer of the defibrillator, on how to use it. Fuller training, however, is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.

Further guidance relating to the provision of Defibrillators is available in Forestry England's First Aid - Provision of Defibrillators Guidance.

Planning for emergencies

When serious accidents/illnesses happen it is important to minimise the time taken for the emergency services to reach the scene. The means to achieve this must always be planned for in advance and explained to those on site. PPG17 (Emergency Planning) provides good guidance for planning and managing for emergencies. [FISA802](#) (Emergency Planning) provides useful guidance and a format for the basic essential written record you will need to make.

A useful principle within this is that unit managers, as part of planning, should liaise with the local ambulance control to find out the best protocol for calling for help and getting ambulance support to sites.

Records and resumptions

A written record should be kept of the dates on which first aiders obtain their certificates and have their refresher events. Records should also be kept of any incidents they attend. The unit resumption system should include tasks to review first aid provision and training needs (at least annually), as well as kit content and equipment checking.

For specific sites or operations the first aid requirements should be included in planning. Checking for certificates, kits and emergency procedures should form part of normal monitoring and supervision.

Accidents and near misses should be investigated and recorded using the Forest Services and Forestry England's accident and incident reporting system. They can also provide a prompt for review of first aid needs assessments.

Employers must tell employees of the first aid arrangements. Telling staff who and where the first aiders or appointed persons are, and where the first aid kit is, should be included. In built facilities, signs should also provide that information.

Contact

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Appendix 1

Assessing first aid provision

Staff and third parties that work on our land

Risk	Activity examples	Training level	Equipment	Other requirements
For anyone working on their own (even when colleagues leave site temporarily)				
High Risk	Lone workers Site supervisors	All individuals trained to a minimum of EFAW+F	Individuals with personal first aid kit. First aid kit in vehicle.	Effective lone working system including written and discussed emergency procedures. See FISA802.
	Hauliers	All individuals trained to a minimum of 1-day First Aid as part of Driver CPC	First aid kit in vehicle.	Effective lone working system including written and discussed emergency procedures. See FISA802.
	Wildlife Rangers	All individuals trained to a minimum of EFAW+F. Where added kit items (haemostatic dressing and/or tourniquets) are on site, individuals must be trained in their use.	Individuals with personal first aid kit. First aid kit in vehicle.	Effective lone working system including written and discussed emergency procedures. See FISA802.

Assessing first aid provision

For people working in pairs or larger groups				
Risk	Activity examples	Training level	Equipment	Other requirements
High Risk	Harvesting/chainsaw operators	At least 2 individuals trained to a minimum of EFAW+F at all times. Where added kit items (haemostatic dressing and/or tourniquets) are on site, individuals must be trained in their use.	First Aid kit on site. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk. Added kit items can include haemostatic dressings or tourniquets, foil blankets and eyewash.	Effective, written and discussed emergency procedures. FISA802.
	Civil engineering/ construction Planting/fencing	At least 2 individuals trained to a minimum of EFAW+F at all times.	First Aid kit on site. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk.	Effective, written and discussed emergency procedures. FISA802.

Assessing first aid provision

Risk	Activity examples	Training level	Equipment	Other requirements
High Risk	Pesticide operations Forest nursery operations	At least 2 individuals trained to a minimum of EFAW+F at all times.	First Aid kit on site. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk.	Effective, written and discussed emergency procedures. FISA802.
	Mechanical ground preparation	At least 2 individuals trained to a minimum of EFAW+F.	First Aid kit on site. Individuals with personal first aid kit when away from site/vehicle kit and at significant risk.	Effective, written and discussed emergency procedures. FISA802.
	Haulage	All individuals trained to a minimum of 1-day First Aid as part of Driver CPC	First Aid kit in vehicle.	Effective, written and discussed emergency procedures. FISA802.
<p>Where it states “to a minimum of” above, you should consider whether FAW (or FAW+F) level training better offers the skills you need for your scenario.</p> <p>Where the number of individuals on site rises to 25 in high risk, or 50 in low risk, you must have a first aider qualified to FAW level.</p>				

Assessing first aid provision

Providing First Aid for the Public

Determining Factors <i>Not all factors need to apply</i>	Examples in Forestry England	First Aid provision	Forestry England should
High visitor numbers >300k pa Concentrated site High risk activity Forestry England presence on site - Visitor Centre / Shop	Westonbirt Dalby Cannock Chase	Options: - First Aid at Work. - Emergency First Aid at Work. - Outdoor Emergency First Aid or similar. At least 1 EFAW on site when visitor centre / shop is open. This will primarily be about providing emergency first aid at the visitor hub rather than in the wider forest - see table at paragraph 7.	<ul style="list-style-type: none"> • Maintain an Emergency Plan for the facility. • In sites with e.g. Go Ape, leased café / shop we should work with others. • Provide suitably stocked, inspected and maintained first aid kits. • Consider provision of a defibrillator. • Provide a notice in a prominent position detailing the location of first aid kit / equipment. • Assist casualties. • Expect that members of the public will make direct contact with the emergency services. • Assist the emergency services. • Feedback information into the Emergency Plan.

Assessing first aid provision

Determining Factors <i>Not all factors need to apply</i>	Examples in Forestry England	First Aid provision	• Forestry England should
Moderate visitor numbers 100k - 300k pa Widespread site Limited Forestry England presence on site Forestry England signage Cont.	Whinlatter Jeskins Thames Chase	Options: - First Aid at Work. - Emergency First Aid at Work. - Outdoor Emergency First Aid or similar. Think about who is on site / likely to be on site. This will primarily be about providing emergency first aid at the visitor hub rather than in the wider forest - see table at paragraph 7.	<ul style="list-style-type: none"> • Maintain an Emergency Plan for the facility. • In sites with e.g. Go Ape, leased café / shop we should work with others. • If we have staffed buildings, provide suitably stocked, inspected and maintained first aid kits. • Consider provision of a defibrillator. • If appropriate, provide a notice in a prominent position detailing the location of first aid kit / equipment. • Expect that members of the public will make direct contact with the emergency services. • Assist the emergency services. • Feedback information into the Emergency Plan.

Assessing first aid provision

Determining Factors <i>Not all factors need to apply</i>	Examples in Forestry England	First Aid provision	• Forestry England should
Low Visitor numbers < 100k pa No regular Forestry England presence on site Forestry England signage	Great Wood, Somerset	Forestry England field staff may have Emergency First Aid at Work	<ul style="list-style-type: none"> • In sites with e.g. Go Ape, leased café / shop we should work with others. • Expect that members of the public will make direct contact with the emergency services. • Covered by general FD liaison with Emergency Services.
Events led by Forestry England		Emergency First Aid at Work. For staff working with school age children consider training specific to children's needs.	<ul style="list-style-type: none"> • Manage the visit as set out in OGB42. • Have an emergency plan for the event. • Provide first aid and raise the emergency services.